

## **201 KAR 19:265. Individual seals; office titles.**

RELATES TO: KRS 323.095

STATUTORY AUTHORITY: KRS 323.210

NECESSITY, FUNCTION, AND CONFORMITY: KRS 323.210(2) authorizes the board to promulgate administrative regulations necessary to carry out the purposes of KRS Chapter 323. KRS 323.210(5) authorizes the board to promulgate administrative regulations to establish rules for the use of seals and signatures in electronic transactions. This administrative regulation establishes requirements for architects to use a seal on all documents and prescribes the dimensions and design of the seal.

Section 1. Individual Seals Required. Each architect registered for practice within the Commonwealth of Kentucky shall sign, date, and imprint with the architect's seal all documents prepared by the architect or under architect's supervision, and shall secure and use for this purpose a seal of the following design:

- (1) Two (2) concentric circles;
  - (a) The outer circle to be one and nine-sixteenths ( $1 \frac{9}{16}$ ) inches in diameter and the inner circle to one (1) inch in diameter;
  - (b) The upper portion of the annular space between the two (2) circles shall bear the name of the registrant;
  - (c) The lower portion of the annular space shall bear the word "Architect"; and
  - (d) The space enclosed by the inner circle shall be divided into an upper and lower half;
    1. The upper portion shall consist of three (3) lines, the word "Registered," then the abbreviation "No.," and then the number of the certificate of the registrant; and
    2. The lower portion shall contain, in three (3) lines, the words "Commonwealth of Kentucky."
- (2) It shall be permissible to combine the names and registration numbers of two (2) or more registered architects from the same office on one (1) seal. The names of any persons who are not registered architects on any such combination shall not be permitted.
- (3) It shall be made clear, by proper use of seal that only those who are licensed architects in Kentucky are in charge and fully responsible for the work involved.
- (4) Examples of permissible seals may be found in the Sample Forms of the Prescribed Seal that contains examples of three (3) versions of the prescribed seal sample, including a partnership, an individual, and a firm version.

### **Section 2. Office and Firm Names.**

(1)(a) Title blocks and firm names used in connection with the practice of architecture in this state shall not:

1. Be misleading; or
  2. Infer that unlicensed persons are architects; and
- (b) Only those registered to practice in Kentucky shall be designated as architects.
- (2) A firm name may be used without all members being registered if those architects who are licensed in Kentucky have the title "architect" applied only to them in subheadings or subtitles in defining the practice of the firm. Examples:
- (a) SMITH, JONES, MILLER & MOORE Albert Smith, Architect
- (If Smith, Jones, Miller, and Moore are all architects in their own state, but only Albert Smith is licensed in Kentucky and is fully responsible for work in this state);

(b) SMITH, JONES, MILLER & MOORE, Inc. Architects and Engineers Albert Smith, Architect Carl Miller, Mech. Engr. Robert Jones, Architect John Moore, Struct. Engr.

(If all are licensed in Kentucky in the professions indicated); or

(c) STATEWIDE STUDIOS, Inc. Roy Jones, Architect John Davis, Mech. Engr. Carl Smith, Architect Alan Moore, Manager

(If Jones and Smith are both licensed in Kentucky and the firm has other members they wish to include in their office title).

Section 3. Incorporation by Reference. (1) "Sample Forms of the Prescribed Seal", November 2020 Edition, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Architects, 155 East Main Street, Suite 300, Lexington, Kentucky 40507, Monday through Friday, 8 a.m. to 4 p.m. (47 Ky.R. 622, 1548; eff. 5-4-2021.)